



Kentucky Department of Education (KDE - OAA)



Student Data Review and Rosters




SDRR 2015-4 Year, 2014-5 Year Cohort User Manual

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Welcome Screen

To log in, open your web browser, and navigate to <https://oaa-adc.education.ky.gov/>. You will see this page.



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Home > Login

Kentucky Department of Education (KDE - OAA)



Student Data Review and Rosters

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of student assessment information in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit change requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.


SDRR will be used to conduct web-based data reviews for all state required assessments, including the **Kentucky Performance Rating for Educational Progress (K-PREP)**, ACT Explore, ACT Plan, ACCESS for ELLs, The ACT, and other tests.


Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

 **Toll Free** : 1-866-538-7435
Local : 1-502-564-2002

 **E-mail** : keshelpdesk@education.ky.gov

Registered Users

User Name:

Password:


If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!

While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.



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Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

Enter your user name and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the district, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

<p>Data from multiple schools are available to you. However, you may only access one entity at a time. Please select a school or district that is available to you from the list below, and the selected data will load automatically.</p> <div><p><input checked="" type="radio"/> Adair County - Data Editor <input type="radio"/> Adair County High School - Data Editor <input type="radio"/> Atherton High School - Data Editor <input type="radio"/> Jefferson County - Data Editor</p><p><input type="button" value="Go"/> <input type="button" value="Cancel"/></p></div>	<div><p>Your Location: Adair County</p><p><input type="button" value="Change Access Location"/></p></div>
--	--

Online Help

On the top right of each page within SDRR, users will see a large red Help button:



Click on this button to open an online help tool in a new browser tab or window. Click on the radial button for the issue you have a question about, click on Continue at the bottom, and there will be links, information, and resources to assist you.

SDRR Help

Manuals and screencasts can be found here:
<http://education.ky.gov/AA/DISTSUPP/Pages/Student-Data-Review-and-Reporting.aspx>

I need help with:

- ☐ Determining accountability for a student
- ☐ Logging in to SDRR or a forgotten password
- ☐ Adding a student
- ☐ Cohort graduation data review
- ☐ Incorrect demographic/IEP/LEP information showing in SDRR for a student
- ☐ ACCESS or Alternate ACCESS
- ☐ Dropout data review
- ☐ A general question about assessment, test materials, etc.
- ☐ A question about College Career Readiness (CCR)
- ☐ Something is not functioning correctly in SDRR
- ☐ A question about End of Course exams
- ☐ A change request was Denied or More Information was requested
- ☐ Our spring summative testing window showing in SDRR is incorrect or has changed
- ☐ General help with using SDRR
- ☐ 504 Plans/accommodations
- ☐ I have a suggestion for improving SDRR
- ☐ Something else

Home Page



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Kentucky Department of Education (KDE - OAA)



Kentucky Department
of Education



COMMONWEALTH OF KENTUCKY
UNITED WE STAND
FOUNDED 1792

Student Data Review and Rosters

Home

Logged in as: **[FieldTester]** -- Logout

Data Review Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Data Review	Rosters Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Rosters	Cohort Status: OPEN Student Listing Change Listing Download Go to Cohort	Access Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Access	CCR Status: OPEN Student Listing Change Listing Download Go to CCR
--	--	---	--	---

Welcome, Field!

Latest announcement - 8/11/2014 11:46:00 AM by KDE Staff

Data Review, CCR Scores, and Cohort manuals may be found [here](#).

- If there is a question about assessment policies or procedures, please e-mail dacinfo@education.ky.gov.
- If you are not sure how to determine accountability, please review the accountability flow charts at the end of the SDRR manual, or use this [tool](#).
- If there are SDRR log in issues, contact your district [WAAPOC](#).
- To report application errors, e-mail ketshelp@education.ky.gov or call 866.538.7435.
- For other issues not covered above, e-mail KDEAssessment@education.ky.gov

- The large buttons indicate which sections of SDRR are open by their color – green is open, yellow is finalizing, and red is closed. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- The opening and closing dates are displayed in each section.

Cohort SDRR Section

Cohort








This module is the location for viewing Cohort Student Listing. All changes must be made in Infinite Campus.

[Jump to Top](#)

Data Last Updated
7/31/2015








Students without a graduation end status are now set to Not On-Time Status.

From : 8/17/2015 To : 8/27/2015

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	Cohort Student Listing * 2014 5 Year Cohort * 2015 4 Year Cohort	 Total : 0
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	Cohort Change Listing	 New : 0
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.	Download - Cohort	 Updated - Need Info : 0
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		 Denied : 0
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.		 Closed : 0
<input type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		 Approved : 0
<input type="checkbox"/> Update any student changes that are marked as updated by OAA staff, to provide the information requested.		 Pending OAA Approval : 0
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		[All Reports] ▼

On the left side of the SDRR application (screen shot above), there is a list of tasks that should be completed during the initial viewing of the cohort. As the tasks are completed users can check them off the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during cohort data review.

There are counts for the different student change statuses. These are clickable links; users can click on Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Cohort Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.


Changes
 Total : 25
 New : 1
 Updated - Need Info : 0
 Denied : 1
 Closed : 0
 Approved : 23
 Pending OAA Approval : 0
[All Reports] ▼

- Total – all changes requested for school or district
- New – changes which have not yet been processed by OAA
- Updated – Need Info – changes which have been updated by OAA, and additional information is needed from the school/district
- Denied – changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in SDRR and will not disappear)
- Closed – change request was cancelled by school or district
- Approved – changes which have been processed by OAA or were automatically approved (such as demographic changes)
- Pending OAA Approval – changes which have been updated by school/district and are waiting for OAA action

Cohort Student Listing

Choose the Cohort Student Listing by clicking in the Quick Links box. The 2014 5-year should contain the same students that were in your 2014 4-year. Check to make sure all students who graduate in their 5th year shows correctly. The 2015 4-Year is the new report for the 2014-15 school year.


After you choose the cohort student listing that you want to review, you will see the list. Example screen shot is on the next page.



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

Home > Cohort Student Listing



Logged in as: **[FieldTester]** -- [Logout](#)

Cohort Student Listing

257 rows returned

Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime
Yes	ABBASOVA, CHRISTOPHER AGUIRRE	12	999999999	09/13/1995	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, LANDYN	12	999999999	06/28/1996	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	General Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, MACKENZIE KATHERINE	12	999999999	02/14/1996	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	Advanced Diploma	G02	05/30/2014	Yes
Yes	ABBASOVA, NOAH AGUIRRE	12	999999999	06/10/1996	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Alternative HS Diploma	G02	05/30/2014	No
Yes	ABBASOVA, SAMANTHA MARIE	12	999999999	10/12/1995	F	Hispanic: No Race: W	NA	Adair County High School	VT	No	No	Free	None	W22	08/14/2013	NA
Yes	ABBASOVA, SHELBY MARIE	12	999999999	12/14/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	Advanced Diploma	G02	05/30/2014	Yes

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

The cohort student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

- Click on the Filters button at the bottom left.
- You can filter the student list to view different groups as follows:
 - By All Students, Accountable to District, Not Accountable to District
 - By first letter of last name
 - By grade level
 - By Cohort Year (Cohort Type)
 - On Time Status
 - District
 - School
 - Non-participation
- District level users will also be able to filter by schools within their district. School level users will only see their own school.

The screenshot shows a 'Filters' menu with a green header bar. Below the header, there are three main sections: Accountability, Cohort Type, and District/School. The Accountability section has two dropdowns: 'Accountability:' with a '*' selected and 'On Time:' with a '*' selected. The Cohort Type section has a dropdown for 'Cohort Type:' with '2015 4 Year Cohort' selected, and two dropdowns for 'L. Name:' and 'Grade' both with '*' selected. The District/School section has a dropdown for 'District:' with '*' selected and a dropdown for 'School:' with '*' selected. At the bottom of the menu are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

Filters		
Accountability: * ▼	Cohort Type: 2015 4 Year Cohort ▼	District: * ▼
On Time: * ▼	L. Name: * ▼ Grade * ▼	School: * ▼
	Non Part: * ▼	

Apply Clear Filter Selections Cancel

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

- All Students or * – **this is the default view on the filter for data review**, and includes all students in specific cohort
- Accountable – Students Accountable to district or school (Yes)
- Not Accountable, such as accountable to state (No), or NA (Removed from Cohort due to Verified Transfer or Foreign Exchange Student)

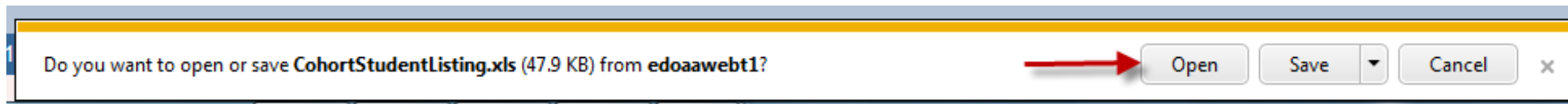
If filters have been applied, the export will reflect those selections.

Cohort Student Listing																	
															Search Clear		
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime	
No	AALBERTS, KAI CHRISTOPHER	10	9999999999	10/27/1995	M	Hispanic: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W22	10/28/2013	No	
No	AALDERS, CARSON	11	9999999999	11/09/1995	M	Hispanic: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	08/13/2012	No	
No	AALDERS, MOLLY	11	9999999999	03/07/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W24	02/15/2013	No	
	ALLEN					Race: All	School	High School									
No	AARON, ALYSSA	12	9999999999	10/20/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	District GED	W27	01/17/2013	No	
No	AARON, ANNA		9999999999	08/02/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	01/31/2013	No	
No	AARON, ANTAWON	11	9999999999	03/20/1995	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	03/20/2013	No	
No	AARON, ARIA FAYE	12	9999999999	08/30/1996	F	Hispanic: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No	
No	AARON, AUTUMN	12	9999999999	05/04/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			No	
No	AARON, BRANDI		9999999999	08/18/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	10/16/2012	No	
No	AARON, BROOKLYN ALE	12	9999999999	09/08/1996	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes	
No	AARON, BROOKLYN	11	9999999999	11/13/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None	W25	12/13/2012	No	
No	AARON, CAMERON M	11	9999999999	11/09/1995	M	Hispanic: No Race: W	N/A	Adair County High School	VT	No	No	Free	None	W20	01/23/2013	No	
No	AARON, CHRISTIAN LEONARD	12	9999999999	12/13/1995	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes	
No	AARON, CHRISTIAN	12	9999999999	06/19/1996	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes	
No	AARON, DALLAS WAYNE	12	9999999999	06/12/1996	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	None			Yes	
No	AARON, EMILY T	12	9999999999	07/12/1996	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes	
No	AARON, GAREYELL DOWE	12	9999999999	12/20/1995	F	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	No	None			Yes	
No	AARON, JAMES LEONARD	12	9999999999	08/23/1996	M	Hispanic: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	None			Yes	
1 2 3 4 5 6 7 8 9 10 11 12 13																	
Save Excel Save PDF Filters																	

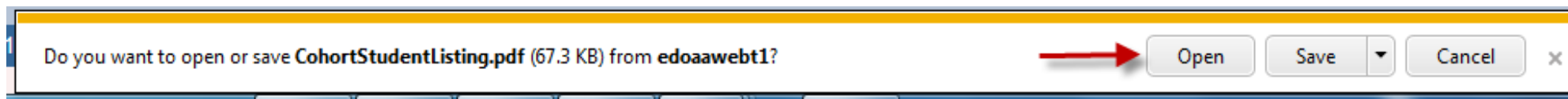
The cohort student listing may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. **Making changes to an exported file will NOT result in SDRR changes.** Requests for SDRR changes MUST be made online in the application.

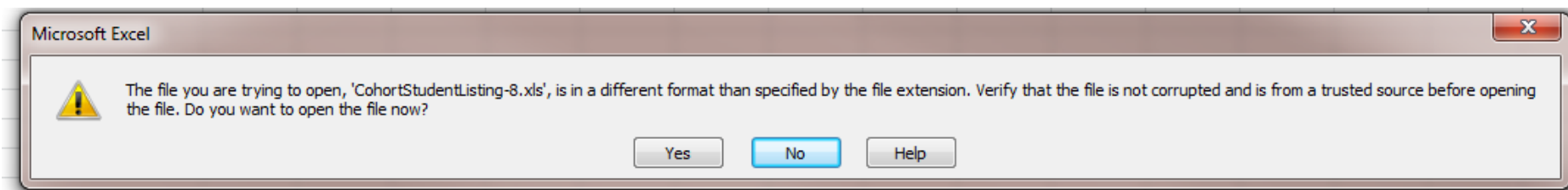
If you have Excel 2007, you will see the following message when the file is opening:



To open the file, Click Open. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message. This is the same for the PDF.



If you see this message when opening Excel, then you are opening this into a new version of Excel. Go ahead and click on Yes and it will open the file in Excel.



Change Student Information

- All student information can be viewed on the Cohort Student Listing, and any of the fields that are bolded can be changed by double clicking the relevant item. This includes the following: gender, race/ethnicity, accountable school, Non-Participation status, IEP, EL/LEP, and lunch status.
- Errors for the other fields (not in bold) should be corrected in Infinite Campus. In cases where data cannot be in changed in Infinite Campus, please e-mail KDEAssessment@education.ky.gov with the Student's Name, SSID, change requested, and change reason.
- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.

The 'Ethnicity' form is displayed with a green header bar. It contains several rows for selecting ethnicity. The 'Is Hispanic' field has a dropdown menu open showing 'No' and 'Yes' options. The 'American Indian/Alaskan Native' field has a dropdown menu open showing 'No' and 'Yes' options. The 'Asian' field has an unchecked checkbox. The 'Black/African American' field has an unchecked checkbox. The 'Pacific Islander/Hawaiian' field has an unchecked checkbox. The 'White' field has a checked checkbox. At the bottom, there are 'Submit' and 'Cancel' buttons.

Ethnicity	
Is Hispanic:	No
American Indian/Alaskan Native:	No
Asian:	<input type="checkbox"/>
Black/African American:	<input type="checkbox"/>
Pacific Islander/Hawaiian:	<input type="checkbox"/>
White:	<input checked="" type="checkbox"/>

Submit Cancel

The 'Lunch' form is displayed with a green header bar. It contains a single row for selecting lunch status. The 'Lunch' field has a dropdown menu open showing 'Free', 'Paid', 'Free', and 'Reduced' options. At the bottom, there are 'Submit' and 'Cancel' buttons.

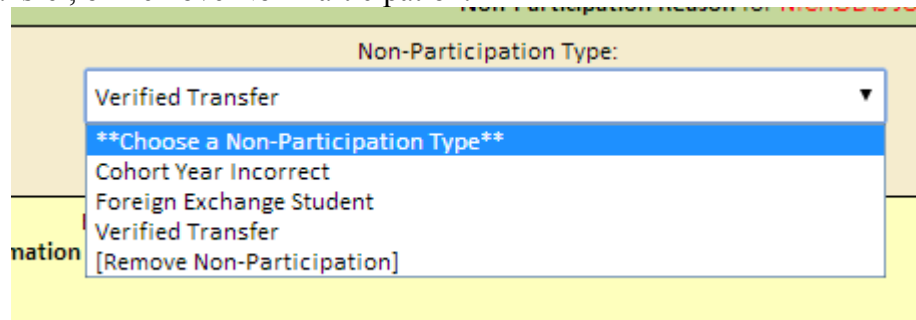
Lunch	
Lunch:	Free

Submit Cancel

Non-Participation Status

To mark a student as Non-Participating:

- Double click on the student's row in the Non-Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type. The only options for non-participation for Cohort are: Cohort Year Incorrect, Foreign Exchange Student, Verified Transfer, or Remove Non-Participation.

A screenshot of a web application interface showing a dropdown menu for 'Non-Participation Type:'. The dropdown is open, displaying several options: 'Verified Transfer' (selected), '**Choose a Non-Participation Type**' (highlighted in blue), 'Cohort Year Incorrect', 'Foreign Exchange Student', 'Verified Transfer', and '[Remove Non-Participation]'. The background of the interface is yellow, and there is a label 'nation' visible on the left side of the dropdown.

- Change request submissions for Verified Transfer will be approved after the end status of the enrollment record has been changed to W07 (withdrawn due to medical condition), W08 (deceased), W20 (homeschool), W21 (private school), W22 (another Kentucky public school) * or W29 (out of state) in Infinite Campus.

***Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014-15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014-15 school year, a W29 must be used to indicate an enrollment in another state.**

- Change request submissions for Foreign Exchange Students will be approved after the foreign exchange indicator is checked on the enrollment screen in Infinite Campus.
- A student is assigned to a cohort based upon the first time enrollment in grade 9 at any school. If an incorrect cohort has been assigned, choose the Cohort Year Incorrect Non-Part and provide explanation including the correct first time grade 9 enrollment date.

Please note: If Non-Participation is approved for a student, the accountability will be N/A on the cohort student listing. There is no need to change accountability unless Non-Participation is denied by OAA.

Change Accountable School

- Double click on the current accountable school for the student on the student listing.
- Request for changes to accountability is limited to state. For cohort, students are **not** tracked back to another school. The accountability stays with the school with the last enrollment, including non A-1 schools.
- If a student is being coded to the state, please select that state in both drop downs.
- Enter a detailed explanation for change reason. If accountable to the state, give detailed explanation for the change in accountability.


Note: There is no 30 day or 100 day rule for cohort accountability. It is tied to the last enrollment.

The screenshot shows a web form titled "Accountable School for ETHAN LAYNE WOODROW". The form has a light green header bar. Below the header, there are two dropdown menus: "District:" and "School:", both currently set to "State". Below these is a large text area labeled "Enter Change Reason:" containing the text "Student is a state placed foster child and should be accountable to the state." At the bottom of the form are two buttons: "Submit" and "Cancel".

Edit Change Requests

When there is an open change request, it can be edited either by clicking on LOCKED on the student listing for that particular student, or by viewing the New, Updated – Need Info, or Pending OAA Approval counts on the home page of SDRR. Note that users can change the reason for non-participation request, or change the accountable entity when an accountability change has been requested. But users cannot change a request for non-participation into an accountability change request.

To edit an open change request, click on the Edit button as shown below:








Ticket Information For : Adair County High School																				
Accountable School Change																				
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																
State - State	Adair County High School - Adair County	8/14/2014 12:3		New																
Change Reason:																				
Student is state placed (foster).																				
Provide Approval/Denial/Request more information reason here:																				
<div> <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info  <input type="button" value="Submit"/> </div>																				
<div> <div>Summary</div> <table> <tr> <td>Change #:</td> <td>546</td> <td>Req. Entity :</td> <td>Adair County</td> <td>Created Date :</td> <td>8/14/2014 12:39:00 PM</td> <td>Req. Id:</td> <td>FieldTester</td> </tr> <tr> <td>Req. District :</td> <td>Adair County</td> <td>Updated Date :</td> <td></td> <td>SSID :</td> <td>2120338029</td> <td></td> <td></td> </tr> </table> <div> <input type="button" value="Reset Ticket"/> <input type="button" value="Cancel"/> </div> </div>					Change #:	546	Req. Entity :	Adair County	Created Date :	8/14/2014 12:39:00 PM	Req. Id:	FieldTester	Req. District :	Adair County	Updated Date :		SSID :	2120338029		
Change #:	546	Req. Entity :	Adair County	Created Date :	8/14/2014 12:39:00 PM	Req. Id:	FieldTester													
Req. District :	Adair County	Updated Date :		SSID :	2120338029															

Update the change request as needed, and click on Submit.

Note: You cannot edit change requests that are denied, closed or approved.

Review Cohort Change Listing

- Click on Review Cohort Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset of changes will appear onscreen.















Changes	
 Total :	115
 New :	1
 Updated - Need Info :	3
 Denied :	8
 Closed :	6
 Approved :	90
 Pending OAA Approval :	7
[All Tests] ▼	


- The default view on the Cohort Change Listing is Total – which includes all changes submitted for this school/district.


- You can filter the list to view the following change statuses:

The image shows a 'Filters' dialog box with a green header. It contains four filter fields: 'District:', 'School:', 'Change Status', and 'Test Type'. Each field has a dropdown arrow. The 'Change Status' dropdown is open, showing a list of statuses: an asterisk (*), Closed, Completed, Denied, New, Pending, and Updated. At the bottom of the dialog are two buttons: 'Apply Filters' and 'Cancel'.

- The asterisk (*) will include all change statuses.
- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR	BARRACKS, LUCAS LEBERTH	BetaTester	Adair County	IEP/LEP Accommodation	10/16/2013 2:30:00 PM	10/16/2013 2:30:23 PM	10/16/2013 2:30:00 PM
		EXPL	WARR, HALEY ARIE	SDRRTESER	Adair County	Accountable School	9/11/2013 9:29:00 AM	11/5/2013 4:14:38 PM	-
		EXPL	BISHOP, JARRETT EMERSON	SDRRTESER	Adair County	Accountable School	9/11/2013 9:23:00 AM	9/12/2013 2:59:58 PM	9/12/2013 3:00:00 PM
		EXPL	BISHOP, JARRETT EMERSON	SDRRTESER	Adair County	Accountable School	9/11/2013 8:55:00 AM	9/12/2013 3:00:26 PM	9/12/2013 3:00:00 PM
		EXPL	ABISHER, HANFURH N	SDRRTESER	Adair County	Accountable School	9/11/2013 8:47:00 AM	1/14/2014 1:58:42 PM	1/14/2014 1:59:00 PM
		EXPL	BENNETT, CASSANDRA GABRIELLE	FieldTester	Adair County	Accountable School	9/10/2013 9:07:00 AM	11/5/2013 11:25:38 AM	-
		EXPL	ABISHER, HANFURH N	FieldTester	Adair County	Accountable School	9/9/2013 1:36:00 PM	11/5/2013 2:34:08 PM	-
		EXPL	ALEXANDER, ARIN WARR	FieldTester	Adair County	Accountable School	9/9/2013 11:44:00 AM	-	-
		EXPL	BARNES, ALICIA SUE WARR	FieldTester	Adair County	IEP Accommodation	9/9/2013 10:00:00 AM	9/9/2013 10:00:13 AM	9/9/2013 10:00:00 AM
		EXPL	WARR, BRUCE SCOTT	FieldTester	Adair County	Accountable School	9/9/2013 6:49:00 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51:00 AM
		EXPL	BENNETT, JESSICA PAMEL	SDRRTESER	Adair County	NonParticipation	9/7/2013 11:14:00 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17:00 AM
		EXPL	BENNETT, JESSICA PAMEL	SDRRTESER	Adair County	Accountable School	9/7/2013 11:14:00 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16:00 AM
		PLAN	WARR, HALEY ARIE	SDRRTESER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16:00 AM
		EXPL	WARR, SHARON EARL PATRICK	SDRRTESER	Adair County	NonParticipation	9/7/2013 11:12:00 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16:00 AM
		EXPL	WARR, SHARON EARL PATRICK	SDRRTESER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16:00 AM
		PLAN	BELL, WENDON LADYNE	SDRRTESER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16:00 AM
		EXPL	ANDERSON, NATALIE J	SDRRTESER	Adair County	NonParticipation	9/7/2013 11:11:00 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16:00 AM

- If a change request has been denied, it will remain in the SDRR system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update and close changes submitted by school level users.
- Users should review Updated change requests – these are changes that cannot be approved without additional information as requested by OAA.
- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon  on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

Ticket Information For : Accountable School Change																				
Accountable School Change																				
Changed To:	Changed From:	Change Request Date:	Change Approved Date:	Change Status:																
State - State	Adair County High School - Adair County	8/14/2014 12:3		New																
Change Reason:																				
Student is state placed (foster).																				
Provide Approval/Denial/Request more information reason here:																				
<div style="text-align: right;"> <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> More Info  Edit <input type="button" value="Submit"/> </div>																				
<div style="text-align: center;"> Summary </div> <table border="1" style="width: 100%;"> <tr> <td>Change # :</td> <td>546</td> <td>Req. Entity :</td> <td>Adair County</td> <td>Created Date :</td> <td>8/14/2014 12:39:00 PM</td> <td>Req. Id:</td> <td>FieldTester</td> </tr> <tr> <td>Req. District :</td> <td>Adair County</td> <td>Updated Date :</td> <td></td> <td>SSID :</td> <td>2120338029</td> <td></td> <td></td> </tr> </table> <div style="text-align: center;"> <input type="button" value="Reset Ticket"/> <input type="button" value="Cancel"/> </div>					Change # :	546	Req. Entity :	Adair County	Created Date :	8/14/2014 12:39:00 PM	Req. Id:	FieldTester	Req. District :	Adair County	Updated Date :		SSID :	2120338029		
Change # :	546	Req. Entity :	Adair County	Created Date :	8/14/2014 12:39:00 PM	Req. Id:	FieldTester													
Req. District :	Adair County	Updated Date :		SSID :	2120338029															

The field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Please note that all information requested by OAA must be updated in SDRR. **Information cannot be provided by phone or e-mail.** This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

Data Verification

How do I use this data to check my data?

1. You can use the Filters option at the bottom of the screen to filter for each section.

The screenshot shows a 'Filters' panel with a green header. It contains three columns of filter options. The first column has 'Accountability:' and 'On Time:' dropdowns, both set to '*'. The second column has 'Cohort Type:' set to '2015 4 Year Cohort', 'L. Name:' and 'Grade' dropdowns set to '*', and 'Non Part:' set to '*'. The third column has 'District:' and 'School:' dropdowns, both set to '*'. At the bottom are three buttons: 'Apply', 'Clear Filter Selections', and 'Cancel'.

2. Verify that the demographics are correct for each student. Leave the filters set to all students as indicated by the asterisk (*). You will want to check gender, race, IEP, EL/LEP and lunch status. Corrections should be made in Infinite Campus as well as entering a change request in SDRR. If it looks like there is a larger scale problem for any of these fields, please let us know so we can evaluate if the data has been extracted correctly. Send an e-mail to KDEAssessment@education.ky.gov with subject line Cohort Question. **Please note that whatever demographics are listed will be reported, so check these for errors.**
3. Filter by School and then by each section below to determine if the data is correct.

This screenshot is identical to the one above, but a red rectangular box highlights the 'District:' and 'School:' dropdown menus in the third column, indicating the next step in the filtering process.

a. On Time

- i. **No-** First look at students who are listed as No. These students should either be 2015 cohort students who have not graduated, a

dropout (Withdrawal codes W23, W24, W25 or CO1 with no following enrollment), earned a GED (W26 or W27 withdrawal codes) or earned an alternative diploma. Alternative Diplomas and GEDs are not defined by the U.S. Department of Education as a regular high school diploma. If the student graduates on time with a regular diploma prior to July 31st, they should be listed as Yes (On Time).

- ii. **NA**- These are students who have been marked as Non Participants because they are Foreign Exchange Students (indicated on enrollment screen), Verified Transfers (W20, W21 or W29 withdrawal codes), Deceased (W08 withdrawal code) or Withdrawn due to medical issues (W07 withdrawal code). **Note: Beginning with the 2014-15 school year, W22 withdrawals are only used for transfers between Kentucky Public Schools. Out of state enrollments are indicated with an end status of W29. If a school ends an enrollment with a W22 and there is not an enrollment in another Kentucky public school, after the W22, the student will remain a dropout.**
- iii. **Yes***- All students who graduated in four years (for 4-year report) or five years (for 5-year report) with a regular high school diploma.

b. Accountability

- i. Accountable are all students whose last enrollment was at this school.
- ii. Not accountable are students who are state accountable (wards of the court or state placed into A5 or A6 programs) or district accountable. These students are not part of the cohort rate calculation for this school.

Filters

Accountability:
 Accountable
 *
 All Students
 Accountable
 Not Accountable

Cohort Type: 2015 4 Year Cohort

L. Name: * Grade: *

District: * School: *

Non Part: Participated

Apply Clear Filter Selections Cancel

4. What do I do if something is wrong?
 - a. All changes should be made in Infinite Campus.
 - b. Change requests can be submitted for fields in bold on the student listing.
 - c. If there are changes that cannot be made in Infinite Campus, send an e-mail to the kdeassessment@education.ky.gov mailbox with the Cohort Questions in Subject line.
5. If you want to provide this data to schools for verification, you can choose the school, the cohort type (defaults to the list that you chose) and all other options are indicated with all students (*). Apply the filter and choose Save Excel or Save PDF. If you get errors while opening the Excel, you may have a different version of Excel and can ignore the errors. Once the data loads to Excel, you can save it to whatever format of Excel that you or your schools are using.

Save Excel Save PDF Filters

You can also create this list by clicking on Download- Cohort from the initial Cohort Menu.

Cohort








This module is the location for viewing Cohort Student Listing. All changes must be made in Infinite Campus.

[Jump to Top](#)

Data Last Updated
7/31/2015

Students without a graduation end status are now set to Not On-Time Status.

From : 8/17/2015 To : 8/27/2015

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Review Gender, Race/Ethnicity, IEP, EL/LEP, and Lunch. If incorrect, submit a change request as well as make change in local edition of Infinite Campus.	Cohort Student Listing * 2014 5 Year Cohort * 2015 4 Year Cohort	 Total : 0
<input type="checkbox"/> Review End Status and make corrections as needed in local edition of Infinite Campus.	Cohort Change Listing	 New : 0
<input type="checkbox"/> Review End Date and make corrections as needed in local edition of Infinite Campus.	Download - Cohort	 Updated - Need Info : 0
<input type="checkbox"/> Review Accountable School. If incorrect, submit change request.		 Denied : 0
<input type="checkbox"/> Review Non Participation. If student is Foreign Exchange, in incorrect Cohort, or a Verified Transfer, submit change request.		 Closed : 0
<input type="checkbox"/> Review Cohort Review Change listing in SDRR, noting any Denied or Updated changes for possible further action.		 Approved : 0
<input type="checkbox"/> Update any student changes that are marked as updated by OAA staff, to provide the information requested.		 Pending OAA Approval : 0
<input type="checkbox"/> At the end of the Cohort review window, save a copy of the Cohort student listing.		[All Reports] ▼

You can then set filters for the download as shown on following page:

Download - Cohort

Download Student Listing Data:

Filters		
Accountability: • ▾	Test Type • ▾ • ▾	District: • ▾
	L. Name 2015 4 Year Cohort ▾	School: • ▾

Clear Filter Selections

Save Student Listing Excel

Save Student Listing PDF

Download Change Listing Data:

Filters	
District:	• ▾
School:	• ▾
Change Status	• ▾
Test Type	• ▾

Clear Filters

Save Change Listing Excel

Save Change Listing PDF

Calculate A Preliminary Adjusted Cohort Graduation Rate

To calculate a preliminary rate, follow the instructions below. The example is for a 2015 4-year rate for a school. The 2014 5-year rate can be calculated by choosing the 2014 5-year Cohort and set the other filters as shown below.

2015 Four Year Adjusted Cohort Graduation Rate Calculation Formula

$$\frac{\text{Number of cohort members who earned a regular high school diploma by the end of the 2014-15 school year}}{\text{Number of first-time 9th graders in the fall of 2011 (starting cohort) plus students who transferred in, Minus students who transfer out, emigrate or die during school years 2011-12, 2012-13, 2013-14 and 2014-15}}$$

For Numerator (A of formula shown above)

Scroll down to bottom of page and click on Filters. Choose District, School, On Time = Yes, Accountability = Accountable and Non Part = Participated. Leave cohort type = 2015 4 year. Apply filter and then scroll to top. The number of rows returned is shown. That is the numerator for the formula. Example below shows 182.

The screenshot shows a 'Filters' dialog box with the following settings:

- Accountability:** Accountable
- On Time:** Yes
- Cohort Type:** 2015 4 Year Cohort
- L. Name:** (empty dropdown)
- Grade:** (empty dropdown)
- Non Part:** Participated
- District:** Adair County
- School:** Adair County High School

Buttons at the bottom: Apply, Clear Filter Selections, Cancel.

Cohort Student Listing															Student Name or SSID		Search	Clear
															182 rows returned			
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime		

Denominator (Part B of formula shown above)

For the Denominator for the bottom part of the formula, you can get with one step if you only want the total or you can do it in two steps if you want to see each part of that equation.

Accountability:

Accountable

On Time:

Cohort Type:

2015 4 Year Cohort

L. Name:

Grade:

Non Part:

Participated

District:

Adair County

School:

Adair County High School

Apply

Clear Filter Selections

Cancel

Cohort Student Listing															<input type="text" value="Student Name or SSID"/>		<input type="button" value="Search"/>	<input type="button" value="Clear"/>
															196 rows returned			
Updatable	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Last Enrolled School	Non Part	IEP	EL/LEP	Lunch	Diploma Type	End Status	End Date	OnTime		

So for this example, A is equal to 182, B is equal to 218 and C is equal to 22. The adjusted cohort graduation rate for this example is $182/218 - 22 \times 100 = 92.9\%$.

End Status/Withdrawal Codes

Graduate End Codes

- G01- A pupil who completes the school year in the school of the most current enrollment, **On-Time Graduate 4 and 5 year reports.**
- G02- A pupil who graduates in four (4) years. If a student graduates during the summer they have until the start of the next school year to be included in the prior year. **On-Time Graduate 4 and 5 year reports.**
- G03- A pupil who graduates in five (5) years, **On-Time Graduate for 5 year report only. Not On-Time for 4 year report.**
- G04- A pupil who graduates in six (6) or more years, **Not On-Time Graduate for 4 or 5 year report.**

Verified Transfers (Removed from Cohort and Non-Participation = 'VT')

- W07- A pupil withdrawn due to those communicable medical conditions that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition or any other health-related condition for which the student is too ill to participate in regular school attendance or local homebound instructional services, or if the student has obtained a doctor's statement certifying the condition.
- W08- A pupil withdrawn due to death
- W20- A pupil transferred to a home school. The re-entry code to use with W20 shall be R20
- W21- A pupil transferred to a nonpublic school (excluding home school)
- W22*- A pupil who has transferred to another public school district and for whom a request for student records has been received or enrollment has been substantiated or a pupil who is known to have moved out of the United States.

***Note: A W22 is not a verified transfer if there is no immediate enrollment into a Kentucky public school beginning with the 2014-15 school year or if the subsequent enrollment is at a dropout required for enrollment program, such as the Bluegrass Challenge Academy. Beginning with the 2014-15 school year, a W29 must be used to indicate an enrollment in another state.**

- W29- A pupil who has transferred to an out of state school for whom a request for student records has been received or enrollment has been substantiated

Dropouts or GED recipients- Not on Time

- W12- A pupil under the jurisdiction of the court
- W23- A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year
- W24- A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated
- W25- A pupil who is at least 16 years of age and has dropped out of public school
- W26- A pupil who has withdrawn from school after completing a secondary GED Option program and receiving a GED certificate
- W27- A student who has withdrawn from school and subsequently received a GED
- W28- A student who has reached the maximum age for education services without receiving diploma or alternative high school diploma
- C01- A pupil who completes the school year in the school of the most current enrollment. No subsequent enrollment without a graduation end status (G01-G04) is a dropout.

Cohort Accountability

The 5-year Adjusted Graduation Rate will be used in the 2015 Unbridled Learning accountability calculations, which is 20% of the Next-Generation Learners total score at the high school level.

The 2015 4-year Adjusted Graduation Rate will be compared to the graduation rate goals that were originally released in the 2013 School Report Card (SRC) to determine if goal has been met. The goal was released in the 2013 SRC and repeated in the 2014 SRC. It used the 2013 4-year as the baseline to create a goal for every year till 2022. In 2022, the goal is 98%.

Questions

For questions regarding password or access, contact local district WAAPOC. For Cohort specific questions, send an e-mail to our KDE Assessment mailbox at kdeassessment@education.ky.gov or contact our Division of Support and Research at 502-564-4394. For data specific questions, contact Tina Logan at 502-564-9853 extension 4740 or David Curd at 502-564-9853 extension 4744.